

DEPENDENT CARE ASSISTANCE PROGRAM (DCAP)

Enrollment in the Dependent Care Assistance Program (DCAP) is on an annual basis from January to December. Open enrollment will take place in November and December of each year. DCAP allows employees to pay for certain dependent care expenses, such as child-care or day camp, with before-tax dollars and is taken as a payroll deduction. Employees are allowed to enroll in DCAP during open enrollment, as a new hire, or with a change in status. The employee and the Coordinator must complete a DCAP Enrollment/Change Form. All forms and brochures are available on the GIC's web site. **Important: Employees must carefully estimate contributions to DCAP because money not spent during the plan year will be forfeited.**

ELIGIBILITY

Active state employees who work half-time or more and who have employment-related expenses for a dependent child under the age of 13 and/or a disabled adult dependent are eligible for DCAP. Employees can enroll in DCAP effective as of the date of hire.

ENROLLMENT/CHANGE FORM

The DCAP Enrollment/Change form is updated annually and sent to agencies before the fall open enrollment. The form is also on the GIC's website.

OPEN ENROLLMENT AND NEW HIRE PROCEDURES

- 1) Instruct the employee to complete, sign and date the DCAP Enrollment application, including the direct deposit section.
- 2) Verify that the direct deposit information is complete and fill in the Open Enrollment or New Hire section and Coordinator Verification section of the form. Indicate your Department ID# (ABC/1000).
- 3) If your payroll system allows for the DCAP pre-tax deductions, contact the DCAP carrier to set up the payroll deduction process.
- 4) Send a **copy** of the completed and signed form to the DCAP carrier. **Do not send forms to the GIC.**
- 5) File the **original** application in the employee's personnel file.

CHANGE PROCEDURES

During the year employees may enroll in DCAP, change their contribution, or terminate their election if there is a change in status according to IRS guidelines listed below. If you are unsure whether an event qualifies as an IRS-qualified event, contact the DCAP carrier:

- ◆ Change in legal marital status.
- ◆ Change in number of dependents.
- ◆ Change in employment status.
- ◆ Change in work schedule which changes eligibility for the program.
- ◆ Dependent satisfies or ceases to satisfy eligibility requirements.
- ◆ Change of residence or work-site.
- ◆ Judgment, decree or order pertaining to child or spouse.

- 1) Instruct the employee to complete, sign and date the DCAP Enrollment application, including the direct deposit section.
- 2) Verify that the direct deposit information is complete and fill in the Change in Status and Coordinator Verification section of the form. Indicate your Department ID# (ABC/1000).
- 3) Obtain from the employee a document establishing a change in status. Acceptable proof includes a marriage or birth certificate or a letter from an employer stating that coverage has been terminated. See the reverse side of the Enrollment/Change Form for additional information.
- 4) If your payroll system allows for the DCAP pre-tax deduction, contact the DCAP carrier to set up the payroll deduction process.

- 5) Send a **copy** of the completed and signed form to the DCAP carrier. **Do not send forms to the GIC.**
- 6) File the **original** application in the employee's personnel file.